

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION



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Washington, D.C.

October 29, 1937

To MEMBERS OF COUNTY COMMITTEES,
COUNTY AGRICULTURAL CONSERVATION ASSOCIATIONS,
WESTERN REGION:

Re: Procedure for Election of Community Committeemen and
other Officers of County Agricultural Conservation
Associations.

The Articles of Association (Form WR-4) have been further amended, and, as further amended, they became effective on October 29, 1937, by action of the Secretary of Agriculture under provisions of the Soil Conservation and Domestic Allotment Act. The amendments, as incorporated in the attached advance mimeographed copy of the amended articles, make clear the eligibility of livestock ranchers, as well as farmers, who could become entitled to payment or grant under the provisions of the agricultural conservation program, to become members of the County Agricultural Conservation Association and vote in the election of committeemen and officers of the Association when they sign the register of the members of the Association or whenever any form or information required in connection with such program is submitted for such farm or ranching unit. This statement also applies to persons who may participate in such other agricultural program or programs as the Secretary of Agriculture provides shall be locally administered by such Association or committees thereof, and therefore sugar-beet growers are eligible for membership in County Agricultural Conservation Associations in the same manner as other farmers and ranchers become members.

Election of Community Committeemen

The date of the community meeting will be determined by the County Agricultural Conservation Committee and the County Extension Agent. At least five days preceding the date of the meeting, a notice of such meeting shall be posted in a public place in the community. The State Agricultural Conservation Office will mimeograph copies of the "Notice of Election of Community Committeemen" attached to this memorandum, and provide each county committee with an ample supply for the county.

The men elected as community committeemen should be bona-fide farmers or ranchers who derive the major part of their income from the farms or ranching units which they own or operate within the county, and should be residents of the community electing them to membership on the community committee.

Nominations for the office of chairman of the community committee shall be made by written ballot. The three men receiving the highest total numbers of votes for nomination shall be declared nominated. Then a ballot should be cast for the election of the chairman, and if one of the three nominees receives more than half of all the votes cast, he shall be declared elected. In the event no nominee receives more than half of all the votes cast, a second ballot should be taken on the two candidates receiving the highest total numbers of votes, and the person then receiving the majority of the votes should be declared elected.

The same procedure should be followed in nominating and electing the vice chairman.

After the chairman and vice chairman of the community committee have been duly elected, the third member and alternate of the community committee should be elected.

After the community election meeting, the chairman of the community committee will forward the register of members and three copies of "Minutes of the Community Election Meeting" (Form WR-5), properly certified, to the office of the county agent.

As soon as the secretary of the County Agricultural Conservation Association has been duly elected, in accordance with the Articles of Association, the county agent will turn over to the secretary the register of members of the Association and the three copies of the minutes of each of the community election meetings.

Election of Board of Directors of County Association

In accordance with Article IV, Section 25, of the Articles of Association, a meeting of the community chairmen elected at the community meetings described in Section 23 should be held for the purpose of organizing the Board of Directors of the County Association as soon as practicable after the community election meetings have been held.

The chairman of the county committee whose term is expiring, or the county agent, should be designated to call the meeting of the community chairmen. After the Articles of Association have been discussed, the order of business shall follow the order outlined in Article VII.

President.--The president should be elected first, and he should take charge of the meeting immediately after he is elected. The man elected should be familiar with the agricultural conditions in the county and have well-defined qualities of leadership and be able to devote an adequate portion of his time to the program.

Vice-President.--The vice-president should be elected next. He should have the same general qualifications as the president, and should act as chairman of the county agricultural conservation committee in the temporary absence of the president.

Third Member of the County Committee and Alternate.--The president and vice-president shall constitute two of the members of the county agricultural conservation committee. Then the third member of the county committee and one alternate should be elected. A county committee composed of more than three regular members and one alternate may be elected provided the larger membership for the committee has received the prior approval of the Director of the Western Division.

Secretary.--The Board of Directors should select as its secretary a person who has a general knowledge of the farming and ranching conditions in the area represented by the Association, and has business or secretarial ability. In the discretion of the State Director of Cooperative Extension Work, the County Agent may serve as secretary if the Board desires to elect him to the position. The election of the secretary is subject to approval by the Director of the Western Division.

Treasurer.--The Board of Directors should elect a treasurer. It is not requisite that the person elected to this office be a member of the association; but he should be a person who resides, or will reside during his term of office, near the association headquarters, for the most effective transaction of the association's business. The election of treasurer is subject to the approval of the Director of the Western Division.

If the Board, in its judgment, feels that one person is sufficient to handle the work of both offices of secretary and treasurer, it may combine the two offices in one individual, except that in no case shall the county agent be elected to the position of treasurer.

Immediately after the election meeting of the Board of Directors all officers and committeemen shall qualify for office by giving the Board a written and signed acceptance of such office, after which they shall perform the duties outlined in the Articles of Association.

Transmittal of Organization Forms

After the election meeting of the Board of Directors the secretary of the association shall transmit the following records to the State Agricultural Conservation Committee:

- (1). Form WR-5, "MINUTES OF COMMUNITY ELECTION MEETING",-- two copies for each community.
- (2). Form WR-6, "REPORT OF ELECTION MEETING OF BOARD OF DIRECTORS OF THE COUNTY AGRICULTURAL CONSERVATION ASSOCIATION",-- two copies.
- (3). MINUTES OF THE ELECTION MEETING OF THE BOARD OF DIRECTORS, as reported by the Secretary,-- two typewritten copies.
- (4).. Form WR-4, "ARTICLES OF ASSOCIATION OF COUNTY AGRICULTURAL CONSERVATION ASSOCIATION (AS AMENDED OCTOBER 29, 1937)",-- two copies.

In the event printed copies of Forms WR-5 and WR-6 are not available, typed copies will be satisfactory, no change having been made in these forms as issued in 1936.

The State Committee will retain one copy of each of the above forms for its files, and forward the other copy to the Director of the Western Division in Washington, D. C.

George E. Farrell

GEORGE E. FARRELL,
Director, Western Division.

Attachments:

- (1). Copy of "NOTICE OF ELECTION OF COMMUNITY COMMITTEEMEN"; and
- (2). Form WR-4, "ARTICLES OF ASSOCIATION OF COUNTY AGRICULTURAL CONSERVATION ASSOCIATION -- AS AMENDED (October 29, 1937)"..... Advance mimeographed copy for guidance in holding community election meetings.

U. S. Department of Agriculture
Agricultural Adjustment Administration
Western Region

NOTICE OF ELECTION OF COMMUNITY COMMITTEEMEN

To the farmers and ranchmen in _____
Community _____.

You are hereby notified that on the _____ day of November, 1937, at _____ o'clock, at _____, there will be a meeting of the farmers and ranchmen of the above-named Community for the purpose of electing a Community Agricultural Conservation Committee, the chairman of which will be the community representative to serve on the Board of Directors of the County Agricultural Conservation Association of _____ County. In addition to the Chairman of the Community Committee, the other two members of the Community Committee (which consists of three members) will be elected.

This election will follow a community meeting at which the objectives of the 1938 Agricultural Conservation Program will be explained to farmers and ranchmen of this community.

Farmers and ranchers who could become entitled to payment or grant relative to a farm or ranching unit under the provisions of the Agricultural Conservation Program become members of the County Association, and are entitled to vote when they sign the register of the members of the Association or whenever any form or information required in connection with such program is submitted for such farm or ranching unit. This statement also applies to persons who may participate in such other agricultural programs as the Secretary of the United States Department of Agriculture may provide shall be locally administered by such Association or committees thereof, and, therefore, sugar-beet growers are eligible for membership in the same manner as other farmers and ranchers' become members.

_____, 1937.
(Date)

Secretary, County Agricultural
Conservation Committee.

The boundaries of this Community are as follows:

ADVANCE MIMEOGRAPHED COPY FOR
GUIDANCE IN HOLDING COMMUNITY
ELECTION MEETINGS

Form WR-4
U. S. DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Revised October 29, 1937.

(Stamp State and County Code No.)

ARTICLES OF ASSOCIATION OF COUNTY AGRICULTURAL CONSERVATION
ASSOCIATION -- AS AMENDED

WESTERN REGION

Article I. - Name

SECTION 1. The name of this Association shall be the Agricultural Conservation Association of _____ County, State of _____ (hereinafter referred to as the "Association").

Article II. - Purpose

SECTION 2. The Association is organized subject to approval by the Secretary of Agriculture (hereinafter referred to as the "Secretary") for the purpose of cooperating with the Secretary and the Agricultural Adjustment Administration in carrying out the provisions of Sections 7 to 17, inclusive, of the Soil Conservation and Domestic Allotment Act, as amended (hereinafter referred to as the "Act"), and performing such services, in connection with the agricultural conservation programs or other agricultural programs, as may be authorized by the Secretary; but shall not engage in any other activity. There shall be only one such association for any county, except as may otherwise be prescribed by the Secretary.

These Articles amend and supersede the Articles of Association on Form WR-4 (issued April 15, 1936), as amended, and shall be subject to amendment from time to time by the Secretary.

Article III. - Membership

SECTION 3. Any person who, in connection with farming operations on a farm or ranching unit located in the county, could become entitled to a payment or grant of other aid under the provisions of the Agricultural Conservation Program (or other agricultural program wherein the Association performs services authorized by the Secretary) for any year shall become a member of the Association when he signs the register of members of the Association or whenever any form or information required in connection with any such program is submitted for such farm or ranching unit, but shall cease to be a member of the Association when it is established that he will not qualify for a payment or grant of other aid pursuant to the provisions of any such program. Any such person who received a payment or grant of other aid in any year pursuant to the Agricultural Conservation Program (or other agricultural program wherein the Association performs services authorized by the Secretary) for that year shall be a member of the Association for the remainder of that year and also for the succeeding year, but shall cease to be a member for the succeeding year when it is established

that he will not qualify for a payment or grant of other aid pursuant to the provisions of any such programs for such succeeding year. The register of members may be signed at any reasonable time. A farm or ranching unit shall be deemed to be located within the county if its principal dwelling is situated therein, and a farm or ranching unit having no dwelling shall be deemed to be located within the county if the major portion of such farm or ranching unit is located therein.

ARTICLE IV. - DIRECTORS, COMMITTEES, AND OFFICERS

SECTION 4. The board of directors of the Association (hereinafter referred to as the "Board") shall consist of one member from each community in the Association, each such member having been elected chairman of the community committee for his community.

In counties where an Association embraces only one community not less than three nor more than five duly elected members of the community committee shall be members of the board of directors. If an Association embraces only two communities, the chairman and vice chairman of such community committees shall be members of the board of directors.

SECTION 5. The board shall elect from its members the president of the Association, who shall also serve as chairman of the county committee.

SECTION 6. The board shall elect from its members the vice president of the Association, who shall serve as a member of the county committee and shall serve as chairman of the county committee when the regular chairman is absent or temporarily unable to serve.

SECTION 7. The board shall elect from its members one person who, together with the president and the vice president of the Association, shall constitute the county committee, except as may otherwise be provided by the Regional Director. The board shall elect from its members one alternate member of the county committee who shall serve on the committee only when any regular member is temporarily unable to serve.

In electing the county committee the policy of the board shall be to elect persons who as a group fairly represent the interests of the Association members in all parts of the county.

SECTION 8. The board shall elect the secretary of the Association, who is not required to be a member of the Association.

SECTION 9. Unless otherwise directed by the Regional Director, the board shall elect the treasurer of the Association, who is not required to be a member of the Association, but who shall reside near the county Association headquarters. The offices of the secretary and treasurer may be combined into the office of secretary-treasurer. In no case shall the County Agricultural Extension Agent serve as treasurer.

SECTION 10. Each community shall have a committee of three regular members and one alternate member elected by written ballot at the election meeting in the community from among the members of the Association living in the community. Such committee shall consist of a chairman, who shall also be a member of the board of directors of the Association; a vice chairman, who shall serve as chairman of the community committee and as a member of the board of directors when the regularly elected chairman is absent or temporarily unable to serve; one other regular member; and an alternate member. With the approval of the Regional Director, additional members of the community committee may be elected.

SECTION 11. Community boundaries shall be determined on the basis of minor civil divisions or on such other basis as may be approved by the Regional Director. In case the minor civil divisions are followed in determining community boundaries, a community may comprise several such minor civil divisions.

In counties where, because of geographical or other conditions or because of the small number of persons filing Work Sheets, it appears advisable, the entire county may, upon approval by the Regional Director, be considered as one community. In such instances a board of not less than three nor more than five members, who shall perform the duties of the community committee as well as functioning as the board of directors, shall be elected at such county-wide meeting.

SECTION 12. Unless otherwise directed by the Regional Director, in the event of a vacancy or vacancies in the chairmanship or the membership of any community committee, the president of the Association shall instruct the secretary of the Association to call a community meeting within the community where such vacancy or vacancies occurred or will occur. Such meeting shall be held as soon as practicable after the occurrence of the vacancy or vacancies. Whenever the date of the vacancy can be ascertained in advance, such meeting should be held not later than the date of vacancy. At such meeting a new chairman or member of the community committee shall be elected in accordance with the procedure prescribed for the general community election meeting. The result of the election shall be certified to the secretary of the Association by the person conducting the meeting.

A person elected to fill a vacancy in the office of chairman of a community committee shall by virtue of such election be deemed elected a member of the board, but shall not by virtue of such election succeed to any position held by his predecessor as an officer of the Association or member of the county committee.

Vacancies in the office of the president, vice president, secretary, treasurer, or secretary-treasurer of the Association or in the membership of the county committee shall be filled in accordance with the method and subject to the requirements as to qualifications governing the original election of such officers or committeemen.

SECTION 13. All officers, directors, and members of committees shall hold office until their successors in office are elected and qualify, except that any member of the county committee, any officer elected by the board, and any employee selected by the county committee may be removed by the board of directors for failure to perform the duties of his office or employment, or for fraud or incompetency. If the board of directors does not act promptly in such cases, the Regional Director may remove such officer, committeeman, or employee. The tenure of office of any county or community committeeman or officer who is required to be a member of the Association shall terminate when he ceases to be a member of the Association. No person who holds, or becomes a candidate for, a county, State, or Federal office, regularly filled by an election held pursuant to law, or who is an officer, manager, or employee of any political party or partisan organization, is eligible to serve as a committeeman, secretary, or treasurer of the Association. The offices, or clerical, mailing, or other facilities, of an Association shall not be used for political purposes, nor in any way to support or assist any political candidate, party, or partisan movement.

SECTION 14. The incurring and payment of administrative expenses in connection with the operation of the Association, and the accounting for any funds therefor, shall be governed by instructions issued by the Agricultural Adjustment Administration. In computing payments to persons whose applications have been approved, there shall be deducted such part as shall, under rulings prescribed by the Secretary, be determined to be such person's pro rata share of the estimated administrative expenses incurred and to be incurred in carrying out the program for the applicable year.

ARTICLE V. - VOTING

SECTION 15. Each member of the Association shall be entitled to one vote. There shall be no voting by proxy.

SECTION 16. Each member of the board shall be entitled to one vote at meetings of the board.

ARTICLE VI. - DUTIES OF DIRECTORS, COMMITTEES, AND OFFICERS

SECTION 17. The power and authority of this Association shall be vested in the board. In addition to the duties set forth in Article IV, the board may recommend changes in the community boundaries and shall hear appeals of members of the Association from the recommendations of the county committee and shall submit such estimates of expenditures as may be required. The board shall also perform such other duties as may be assigned to it.

SECTION 18. The county committee shall review all forms and other documents filed in the county in connection with the Act and shall make available for public inspection in the office of the Association information in connection with programs under the Act, including information with respect to the acres in each soil-depleting base and the

average yields or productivity indexes established for each farm owned or operated by members of the Association, payments received by members of the Association (the latter to be made available for public inspection not sooner than thirty days after the receipt thereof), and expenses of the Association. The county committee shall also, pursuant to rulings and instructions, make recommendations to the Secretary concerning the making of payments and grants of other aid under the Act. The committee may in accordance with official instructions hold such hearings and conduct such investigations as may be necessary in the performance of its duties. The committee shall also perform such other duties as may be assigned by the Regional Director.

SECTION 19. The secretary of the Association shall keep all records of the Association. He shall certify to the Regional Director results of elections held in the communities and county. He shall maintain files of all forms and documents filed in the county in connection with the Act, keep records of distribution of payments and grants of other aid, and perform such other duties pertaining to the Act as may be assigned by the Regional Director.

SECTION 20. The treasurer shall perform such duties as may be assigned to him by the Regional Director.

SECTION 21. The books, records, documents, and accounts of the Association shall be available at all times for examination by officers and committeemen of the Association, by members of its board in connection with the performance of their duties, by any authorized representative of the Secretary, and by any members of the Association insofar as his interests under the program may be affected.

All books, records, documents, papers, and accounts of the Association are and shall remain the property of the Agricultural Adjustment Administration and are to be safely maintained in good order in the office of the Association.

SECTION 22. The community committees shall assist in preparing, checking, or approving forms and documents filed in the county in connection with the Act. They shall also assist the secretary of the Association in arranging meetings, and ascertain and report such data as may be required by the county committee for the purpose of carrying out the provisions of the Act.

ARTICLE VII. - MEETINGS

SECTION 23. Community election meetings in all communities of the Association shall be held at such time or times as may be prescribed by the Regional Director. The result of each such election shall be certified to the secretary of the Association on prescribed forms.

SECTION 24. Other community meetings of the members of the Association may be called by the president of the Association for the

purpose of discussing and disseminating information, for receiving and acting upon communications to the membership concerning Association activities under the Act, and, in accordance with section 12, for the purpose of filling vacancies in the membership of community committees.

SECTION 25. A meeting of the community chairmen elected at community meetings described in section 23 shall be held for the purpose of organizing the board as soon as practicable after general community election meetings have been held.

At such meetings the order of business shall be as follows:

- (a). The roll of the communities shall be called.
- (b). Directors shall present certificates of election and shall thereupon assume office.
- (c). The following officers shall be elected:
 - (1). President
 - (2). Vice President
 - (3). Members of the County Committee.
 - (4). Secretary
 - (5). Treasurer

Upon such election, such officers shall take office, provided that, if a treasurer's bond is required, no person elected as treasurer shall qualify for such office unless a bond on a prescribed form is filed and approved.

- (d). There shall be consideration of estimated expenditures for the necessary operation of the Association.
- (e). Other business.

SECTION 26. Meetings of the board shall be called by the president of the Association only when necessary for the purpose of hearing appeals from the recommendations of the county committee, for filling a vacancy or vacancies among the officers, for consideration of estimated expenditures, for consideration of and action upon official communications, or for the performance of other duties of the board.

SECTION 27. Meetings of the county committee may be called by the president of the Association. Due notice of meetings shall be given to all members of the committee.

SECTION 28. A majority of the members of the board of directors or of any committee shall constitute a quorum for the transaction of business.

ARTICLE VIII. - DISTRICT ORGANIZATION

SECTION 29. An Association may include two or more counties, or, upon approval by the Regional Director, two or more Associations may consolidate, or an Association covering two or more counties may form two or more Associations.

SECTION 30. An Association formed pursuant to this Article VIII shall take its name from all counties (listed in alphabetical order) of the Association, provided, however, that, upon application by the directors and approval by the Regional Director, a different name may be adopted.

CERTIFICATION

We hereby certify that on the _____ day of _____, 19____, a regular meeting of the new board of directors of the Association was held in accordance with the foregoing Articles of Association. A copy of the minutes of such meeting of the board of directors, showing the names and addresses of the new officers, directors, and committeemen of the Association, is attached hereto, entitled "Exhibit A."

President.

APPROVAL BY SECRETARY OF AGRICULTURE

Secretary.

The action of the Association reported in the foregoing certification is hereby approved.

Date _____, 19____

Secretary of Agriculture

By _____

Date _____, 19____

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